

Ball State University
Position Description

Department: University Libraries

Dept Code: 12300

PC#: 400061

Salary Grade: 12 E

Position Title: Geographic Information Systems (GIS) Specialist

Reports To: Assistant Dean for Digital Initiatives and Special Collections

Revision Dates: 8/2005; 11/2005; 6/2007

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Students.

Position Function:

Instruct students and staff; direct and coach interns; provide instruction to faculty in the use of geospatial data; includes instruction in application software for remote sensing, cartographic, and other similar software for the portrayal of geospatial data to develop services and expand classroom support activities in the Geospatial Resources and Map Collection (GRMC).

Duties/Responsibilities:

1. Instruct students and staff working on geospatial projects; coach interns and others pursuing programs of directed study in the application of geographic information system (GIS), remote sensing, and cartographic and other similar production software for the portrayal of geospatial and other data; instruct and advise persons who seek technical information and assistance regarding GIS applications.
2. Assist faculty by providing class training; conduct instruction sessions for students around selected topics that utilize geospatial data; advise, assist, and provide instructional support for faculty in the use of geospatial data to create instructional content for classroom instruction or for research support; provide instruction to faculty in the use of production software for the portrayal of geospatial data; teach library professionals and staff to use GRMC interactive media and microcomputer applications.
3. Serve as the systems administrator for Geospatial Resources and Map Collection (GRMC) by maintaining the facilities' hardware and software; includes configure equipment; manage software and data warehousing; recommend and evaluate software, hardware, and peripherals for purchase.
4. Provide liaison activities to selected academic disciplines by assisting classroom faculty to determine GRMC support requirements; pursue liaison activities to develop and promote relationships between the academic disciplines and the GRMC for instructional use of geospatial data and other interactive media in the GRMC.
5. Promote, measure, assess, and provide written evaluations regarding the delivery of high quality customer service for the utilization of geospatial data and other interactive media in the GRMC; includes facilities utilization; liaison activities to academic disciplines; action plan development for technologies in the GRMC relative to curricular needs.
6. Maintain current technical knowledge; actively contribute to the intellectual and professional life of the University Libraries, Ball State University, and the surrounding community.
7. Perform other related duties as assigned.
8. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Bachelor's degree in geography, geology, natural resources, computer science, management information systems or equivalent.

Experience: Over three through five years of experience involving GIS support and training along with graphics application support and management; working knowledge of basic Microsoft Office applications.

Additional Preferred Qualifications:

Education: Master's degree in geography, geology, natural resources, computer science, management information systems, or related field; MLS/MLIS degree from an ALA accredited program.

Experience: Experience with promoting GIS and graphics applications for use in education and research; hold one or more training certifications from ESRI.